Isabella R. Galvanek

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EDUCATION

University of Miami, Business School, Miami, Florida *Present- May 2027 Expected Graduation*
Master of Science in Marketing with a Specialized Focus in Data Analytics
Class President

Florida State University, College of Business, Tallahassee, Florida *May 2025*
Bachelor of Science in Marketing, *Cum Laude*

PROFESSIONAL EXPERIENCE

Friedman and Abrahamsen Attorneys at Law, Tallahassee, FL
Paralegal *July 2025-July 2026*

- Drafted, filed, and tracked motions, orders, and other legal documents with courts to ensure compliance with deadlines.
- Maintained accurate client financial records and organized confidential case files.
- Supervised and supported interns by conducting interviews, coordinating schedules, and helping with daily tasks.

Intern *August 2024-July 2025*

- Collaborated with attorneys and paralegals to support efficient case management and organization.
- Assisted clients by addressing inquiries, gathering information, and documenting details for attorneys.

Vice Society, Tallahassee, FL
Assistant Bar Manager August 2025-July 2026

- Helped to manage a staff of 100+ people to ensure operations ran smoothly and maintained high service standards.
- Collaborated with alcohol brands to plan and host branded events and promotions for a 21+ audience.
- Enforced responsible alcohol service laws and venue policies while building guest satisfaction and repeat business.
- Developed social media campaigns that increased customer engagement, foot traffic and sales.

LEADERSHIP EXPERIENCE

University of Miami, Miami, FL
Master of Marketing Class President *August 2026-Present*

- Serve as an advocate for the inaugural cohort of the Master of Science in Marketing program, helping shape the program's foundation and identify opportunities to enhance the student experience.
- Gather classmate feedback and present recommendations to the Graduate Student Business Association.
- Plan cohort events connecting students with alumni, faculty, other graduate programs and employers.

Champs Chance, Tallahassee, FL
Foster Check-In *September 2025-July 2026*

- Created social media content promoting adoptable animals and events to increase awareness and attract potential fosters and adopters.
- Managed weekly outreach with 8–10 foster families, documenting updates and communicating information to support successful placements, helping to build relationships and grow a community.

Raide, Tallahassee, FL
Ambassador *May 2024-December 2024*

- Promoted the app across campus by highlighting its benefits and creating social media content to increase awareness.
- Collaborated with app founders and fellow ambassadors to provide user feedback that informed app updates and feature enhancements.

Kappa Delta, Tallahassee, FL
FSU Kappa Delta Junior Panhellenic Delegate *January 2023- December 2023*

- Represented Kappa Delta at weekly Panhellenic and Junior Delegate meetings, contributing to Greek life initiatives and chapter involvement.
- Attended the Southeastern Greek Leadership Association Conference to develop leadership strategies and strengthen relationships across Greek communities.
- Served as Set Leader, guiding a new member class through initiation

CERTIFICATIONS

Florida Public Notary, Excel Certified, Google Ad Certified, Forage Design and Branding Simulation and Primerli - Food and Beverage CPG Industry Foundations